

## MEMORANDUM

To: Local Chief Elected Officials, City and Town Managers

From: Sandra M. Huber, LoCIP Program Coordinator  
Intergovernmental Policy Division

Date: February 25, 2011

Subject: ***2011 Local Capital Improvement Program (LoCIP) Guidelines***

The ***2011 Local Capital Improvement Program (LoCIP) Guidelines*** packet is available on the internet only. As with previous Guidelines, the following is provided:

- A listing, by community, of all certified LoCIP entitlements for 2011. Also included is a column entitled "Available 3/2011" which includes the new 2011 entitlement plus any undesignated LoCIP entitlements remaining from previous years.
- The latest LoCIP Authorization/Expenditure form which is required to be filed with any LoCIP authorization and/or reimbursement request.
- An updated copy of the Connecticut General Statutes sections (7-535 through 7-538) that relate to the LoCIP program.
- A question and answer section that covers the most frequently asked questions relating to the LoCIP program.

Please use the Authorization/Expenditure form when requesting authorization or reimbursement. Be sure to provide the name, title, and contact information of the LoCIP contact person for your municipality when requesting authorization and/or reimbursement. This is the person to whom program correspondence will be addressed.

Remember to provide copies of detailed invoices for items or services for which you request LoCIP reimbursement with your reimbursement request along with copies of cancelled checks or a list of checks issued, the date, vendor and amount.

If you have questions or comments concerning the LoCIP program, please contact me at (860) 418-6293 or e-mail me at: [sandra.huber@ct.gov](mailto:sandra.huber@ct.gov)

Thank you.